



Reports to:

Deputy Director & Head of Teaching Resources, with day-to-day work directed by the Module Leader

Context

The UCL School of Slavonic and East European Studies (SSEES) wishes to make a number of appointments for Postgraduate Teaching Assistants (PGTAs) for the 2023-24 academic year.

Main purpose of the job

The purpose of this job is to support teaching and learning in our modules, working with the academic Module Leaders through the delivery of small group teaching for students taking modules in SSEES.

The main duties of the post may include tutorial class teaching, regular meetings with the Module Leader, provision of feedback to students, provision of weekly office hours, attendance reporting, coursework assessment and examination marking.

PGTAs will be given training in support of their roles.

PGTAs are expected to be able to commit to being present on the Bloomsbury campus during the terms for which teaching is allocated and during the examination period as required.

Duties and responsibilities:

(please note that this list is indicative not exhaustive)

To act as a main point of contact for tutorial / seminar class teaching for one or more modules.

To design and prepare teaching material within the overall module framework. This will involve proactively planning delivery of teaching, generating material for tutorials and liaising with other members of the module team to share best practice and ensure consistency.

To teach methods and skills and material that students found particularly challenging in lectures; this may include presenting model answers, demonstrating techniques and participating in field trips.

To mark student assessments, generating and providing detailed feedback for students, and tailoring feedback as needed to ensure students clearly understand what is required of them.

To monitor student progress, achievement and attendance, returning data to the Education and Student Support Office in a timely manner.

To generate and deliver formative feedback directly to students.

To undertake a weekly office hour for student enquiries for each module taught during the term taught plus **two**

Person specification

Criteria	Essential or Desirable
Qualifications, experience and knowledge	
Educated to Masters degree level (or having equivalent experience), in a field related to the module(s) being taught	E
Working towards a relevant postgraduate degree (PhD)	E
High level of literacy and numeracy	E